

People's Democratic Republic of Algeria

Ministry of Higher Education and Scientific Research

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TTU Course

1<sup>st</sup> year LMD

#### **Lesson 04: Time managem**

##### **1- What is time management?**

Time management refers to a range of skills, tools, and techniques used to manage events in your life in relation to time. Time management is really a misnomer. We don't really manage time - we manage ourselves and our life events in relation to time.

It is the process of organizing and planning to divide your time between different activities.

If time is divided carefully among different activities, then you'll end up working smarter, and will be able to do more work in less time - even when time is tight and pressures are high.

##### **2- Importance and benefits of time management:**

Scheduling and managing time wisely are important for college students. Successful time management can assist you in keeping important personal and academic appointments and deadlines. If you have difficulty "finding time" to accomplish your daily tasks and academic requirements you may experience anxiety, frustration, guilt and other self-defeating feelings.

The ability to manage your time effectively is important. Good time management leads to improved efficiency and productivity, less stress, and more success in life. Here are some **benefits of managing time effectively:**

##### **1. Stress relief**

Making and following a task schedule reduces anxiety. As you check off items on your "to do" list, you can see that you are making tangible progress. This helps you avoid feeling stressed out with worry about whether you're getting things done.

##### **2. More time**

Good time management gives you extra time to spend in your daily life. People who can time manage effectively enjoy having more time to spend on hobbies or other personal pursuits.

##### **3. More opportunities**

Managing time well leads to more opportunities and less time wasted on trivial activities. Good time management skills are key qualities that employers look for. The ability to prioritize and schedule work is extremely desirable for any organization.

##### **4. Ability to realize goals**

Individuals who practice good time management are able to better achieve goals and objectives, and to do so in a shorter length of time.

##### **3- Implications of Poor Time Management**

Let's also consider the consequences of poor time management

##### **1. Poor workflow**

The inability to plan ahead and stick to goals means poor efficiency. For example, if there are several important tasks to complete, an effective plan would be to complete related tasks together or sequentially.

##### **2. Wasted time**

Poor time management results in wasted time. For example, by talking to friends on social media while doing an assignment, you are distracting yourself and wasting time.

##### **3. Loss of control**

By not knowing what the next task is, you suffer from loss of control of your life. That can contribute to higher stress levels and anxiety.

##### **4. Poor quality of work**

Poor time management typically makes the quality of your work suffer. For example, having to rush to complete tasks at the last minute usually compromises quality.

### 5. Poor reputation

If clients or your employer cannot rely on you to complete tasks in a timely manner, their expectations and perceptions of you are adversely affected.

#### 4- Time management matrix:

A time management matrix is a tool used to prioritize tasks based on their level of urgency and importance. It helps individuals allocate their time effectively by categorizing tasks into four quadrants: urgent and important, important but not urgent, urgent but not important, and neither urgent nor important. The goal of a time management matrix is to focus on important tasks and minimize distractions from non-essential ones.

	URGENT	NOT URGENT
IMPORTANT	<p><u>Quadrant I</u> <i>urgent and important</i> <b>DO</b></p>	<p><u>Quadrant II</u> <i>not urgent but important</i> <b>PLAN</b></p>
NOT IMPORTANT	<p><u>Quadrant III</u> <i>urgent but not important</i> <b>DELEGATE</b></p>	<p><u>Quadrant IV</u> <i>not urgent and not important</i> <b>ELIMINATE</b></p>

### 5- Time management tools

#### a- Calendars and to-do lists

1. Use a calendar - electronic, online or paper. online calendar. Whatever formats you choose, use it. Look at your calendar daily.
2. Plan your day each morning or the night before, and set priorities for yourself.
3. Look ahead in your month. Try to anticipate what is going to happen, so you can better schedule your time.
4. The first week of school, use your class syllabi to put due dates for assignments, test dates, and appointments for the entire semester in your calendar. Put reminders on your calendar three to four days prior to the due date.
5. Don't over-schedule yourself. Build extra time into your weekly schedule prior to appointment or assignments as a buffer in case an unknown emergency arises.
6. Maintain and develop a list of specific tasks to be done each day; set your priorities and get the most important ones done as soon in the day as you can. Evaluate your progress at the end of the day.
7. Employ the ABC prioritizing method for your to-do list tasks - high (A), medium (B) and low priority (C) - to your activities, so you don't waste time doing low priority tasks.
8. When quality study time is needed, reduce distractions; turn off the phone and e-mail, shut your door or find a quiet study spot to avoid any distractions.
9. Schedule time for yourself. Get six to eight hours of sleep per day and have fun as well.

#### b- Maximize your time

1. Continually look at ways of freeing up your time.
2. Delegate responsibilities whenever possible.
3. Consider your natural biological rhythm when planning your day's activities; if you are not a morning person, don't schedule important meetings or classes early in the day.

4. Try to use waiting time (*e.g.*, at a doctor's office or mechanic) to accomplish another task such as reviewing notes or doing practice problem

**c- Set goals and create a plan to accomplish your goals**

1. Think on paper when possible; it makes it easier to revise your goals.
2. Put up reminders in your home or office about your goals to keep them in mind.
3. Set deadlines for your goals and check in with your goals and calendar frequently to make sure you are still on track. Modify your goals or schedule as necessary.
4. Reward yourself when you get things done as you had planned.